



**Mayor's Office of Housing
& Community Development
(MOHCD)**

London N. Breed
Mayor

Eric D. Shaw
Director

SAN FRANCISCO CULTURAL DISTRICTS

A program administered by the Mayor's Office of Housing and Community Development

CULTURAL DISTRICTS OPERATING SUPPORT REQUEST FOR PROPOSALS FY2022-23 (2022-02g)

Grant Title	Cultural Districts Operating Support
Grant Term	July 1, 2023 – June 30, 2025
Grant Amount	Up to \$460,000 (\$230,000 annually)
Date Issued	Friday, February 17, 2023
Proposal Due Date	April 18, 2023 (REVISED)

Eligible districts include:

African American Arts & Cultural District – *in the Bayview*
American Indian Cultural District – *in the Mission*
Calle 24 Latino Cultural District – *in the Mission*
Castro LGBTQ Cultural District – *in the Castro*
Compton's Transgender Cultural District – *in the Tenderloin*
Japantown Cultural District – *in the Western Addition*
Leather & LGBTQ Cultural District – *in the South of Market*
SoMa Pilipinas – Filipino Cultural District – *in the South of Market*
Sunset Chinese Cultural District – *in the Sunset*

TABLE OF CONTENTS

SAN FRANCISCO CULTURAL DISTRICTS	2
RFP SCHEDULE & RFP ASSISTANCE/RESOURCES.....	3
ELIGIBILITY REQUIREMENTS.....	4
ELIGIBLE GRANT ACTIVITIES	6
PROPOSAL INSTRUCTIONS	9
PROPOSAL COVER SHEET	10
BOARD MEMBERSHIP	11
PROPOSAL NARRATIVE.....	12
MORE ABOUT THIS RFP & SCORING	15
APPEAL PROCEDURE	15
APPENDIX A: CHHESS PRIORITIES.....	17
APPENDIX B: CHHESS REPORT CHECKLIST.....	18

SAN FRANCISCO CULTURAL DISTRICTS

San Francisco is a worldwide tourist destination, but a limited housing supply and high cost of living have placed a strain on some of our most vulnerable and culturally rich neighborhoods. Communities have responded to this new reality in a variety of ways. In 2018, the Board of Supervisors sponsored legislation formalizing a program that recognizes community-defined areas as Cultural Districts. Subsequently, Proposition E passed by a 75% majority in November 2018. Beginning July 1, 2019, it allocates \$3 million annually from the City's Hotel Tax to support Cultural Districts. Funds will support the City's legislated Cultural Districts listed on the cover of this RFP. The Mayor's Office of Housing and Community Development (MOHCD) administers the funding in partnership with other City Departments.

The purpose of Cultural Districts is to celebrate and strengthen the unique cultural identities of San Francisco. Through a formalized, collaborative partnership between the City and communities, the goal is to coordinate resources to assist in stabilizing vulnerable communities facing, or at risk of, displacement or gentrification. The vision is to preserve, strengthen and promote cultural assets and diverse communities. If achieved, this will enable individuals, families and the businesses that serve and employ them, as well as nonprofit, community arts and educational institutions to live, work and prosper within the city.

This Cultural District Initiative calls on City departments to collaborate and partner with community groups to establish a clear strategic plan to fulfill each District's vision and goals, resulting in a Cultural History, Housing and Economic Sustainability Strategies (CHHESS) Report. Extensive community engagement and City reports and data will inform each District's CHHESS Report so that it can serve as a roadmap to stabilize vulnerable communities facing, or at risk of, displacement or gentrification.

The Cultural District Initiative's overall strategies:

- **Cultural Heritage Conservation** (*previously referred to as Historic Preservation*) - To preserve, promote and develop cultural and historic buildings, businesses, organizations, traditions, arts, events and district aesthetics.
- **Tenant Protections** - To protect tenants from displacement and promote affordable housing and homeownership.
- **Arts and Culture** - To attract and support artists and cultural enterprises that embody and promote the cultural heritage of the District.
- **Economic and Workforce Development** - To promote employment, tourism and economic opportunities that stabilize the District's economy and its residents.
- **Land Use** - To create City regulations, tools and programs that support businesses and industries that advance the Cultural District.
- **Cultural Competency** - To promote culturally competent and appropriate City services, policies and narratives. Please note that each District has the freedom to select some or all of the strategies above, as well as identify additional strategies that meet its community's needs.

RFP SCHEDULE

Dates are subject to change

RFP Issued	Friday, February 17, 2023
MOHCD Pre-Submission Webinar	February 24, 2023 at 10AM
Deadline to submit questions	March 3, 2023 at 5PM
Response to questions issued	March 9, 2023
Proposals Due (REVISED)	April 18, 2023 at 5PM
Intent to Award Letters Sent	May 2023
Appeals period ends	5 days after the notifications are sent

RFP ASSISTANCE/RESOURCES

MOHCD RFP Pre-Submission Webinar

A live virtual pre-submission webinar will be offered. Staff will provide an overview of the RFP process, including eligibility criteria, description of the funding opportunity, and how to apply.

- To attend a webinar, you must first register. After registering, you will receive a confirmation email containing information about joining the webinar.
- To register for the pre-submission Zoom webinar, click on the link below:

MOHCD Pre-Submission Webinar Link	February 24, 2023 at 10AM
Click the link above to register and receive Zoom info	

RFP Questions

MOHCD is committed to providing as much clarity as possible during this RFP process. Please submit your questions about the RFP in writing to CommDevRFP@sfgov.org by March 3, 2023. We will do our best to issue our response to your questions on March 9, 2023 on MOHCD website.

ELIGIBILITY REQUIREMENTS

MOHCD Eligibility Requirements

All applicants must meet all the following eligibility requirements to be considered for MOHCD funding.

- Applicants must be a community-based agency that is non-profit and tax-exempt under Section 501(c)(3) of the Internal Revenue Code or apply under a valid fiscal sponsor.
- Organizations receiving a grant from this RFP must be approved City suppliers or have started the process of becoming a City Supplier at time of proposal submission.
- MOHCD contracts are administered on a cost reimbursement basis. Grantees are reimbursed after invoicing for expenses incurred. You must use our online grants management system for monthly reporting and invoicing.
- No City agencies or departments may apply for funding under this RFP.
- You must sign and meet the provisions of a grant agreement. The grant agreement includes a scope of work and budget.
- **Please note, MOHCD cannot reimburse for expenses incurred before the start of the grant agreement.**

Supplier Status- Agencies funded through this RFP must be City-approved suppliers and not be on the City Supplier Debarred list before receiving funds.

- Organizations must be approved City suppliers in order to enter into contract with MOHCD. If your agency is not currently a City Supplier you must begin the process of becoming one with the submission of your proposal, in order to avoid lengthy and avoidable delays.
- Supplier application packets can be obtained from the Office of Contract Administration at City Hall, 1 Dr. Carlton B. Goodlett Place, Room 430, San Francisco, CA 94102 or downloaded from the Office of Contract Administration website at www.sfgov.org/oca.
- More information on becoming a City supplier is available at the San Francisco City Supplier Portal, at <https://sfcitypartner.sfgov.org/>.
- Subcontractors are not required to be City-approved suppliers; only the lead agency or fiscal sponsor must be City-approved.

Audit Requirements - To be a MOHCD grantee, ONE of the following audit documents is required.

- OMB A-133 Audit – This level of audit is required if agency expended more than the threshold amount of \$750,000 or more in federal funds in the previous fiscal year.
- Standard CPA Audit – A standard audit is required for all agencies with a total budget over \$500,000 in the previous fiscal year.
- CPA Financial Review- A financial review is allowed in place of standard audit for agencies with a total budget between \$250,000-\$500,000 in the previous fiscal year.
- “No Audit” Letter- If the agency’s total budget is less than \$250,000 a letter can be provided stating that no audit was performed per the agency’s global budget size.
- A Fiscal Year Audit for July 1, 2021 – June 30, 2022 should have been completed by March 31, 2023, and will cover the following period- July, 1, 2021-June 30, 2022.
- A Calendar Year Audit for January 1 2021 – December 31, 2021 should have been completed by September 30, 2022.

Compliance Standards- Applicants must agree to meet Compliance Standards established by the City and MOHCD throughout the grant term and participate in fiscal and program monitoring.

- **Insurance** - General liability, workers compensation and auto insurance must be compliant and current to encumber funds and must remain current throughout the grant.
- **Equal Benefits Ordinance** - Organizations agree to administer benefits equally to employees with domestic partners and employees with spouses. More information is available at <https://sfgov.org/cmd> and is managed by the Office of Contract Administration.
- **SF Human Rights Commission-** Organizations must comply with prohibitions against discrimination in fair housing and equal employment opportunity.
- **Sunshine Ordinance-** Under Chapter 12L of the San Francisco administrative code, non-profits that receive more than \$250,000 in city funds must comply with specific open government requirements and respond to requests for financial and meeting information from members of the public.
- **Accessibility-** Programs and services must be accessible to persons with disabilities. Program access can be achieved in many cases without having to alter the existing facility.
- **Religious Activity-** Funds may not be used for religious purposes or for the improvements of property owned by religious entities except where the grant recipient is a secular non-profit organization with a long-term lease.
- **Political Activity-** No funds received through this RFP shall be used to provide financial assistance for any program that involves political activities. Applicants must comply with Section 1.126 of the San Francisco Campaign and Governmental Conduct Code.

In addition to the eligibility criteria listed above, you must meet all of the following criteria in order for your proposal to be considered responsive:

- You have a history of community-based leadership as the cultural district group that is working toward implementing one of the Board of Supervisors-approved Cultural Districts. Each Cultural District leadership group should consist of diverse stakeholders representing various aspects of the neighborhood (e.g. business, nonprofit, youth, arts, etc.).
- Your lead applicant or fiscal agent is a nonprofit corporation registered with the Internal Revenue Service.
- Your lead applicant or fiscal agent is in good standing with the State of California's Registry of Charitable Trusts.
- Your lead applicant has a project or service site located within the City and County of San Francisco

ELIGIBLE GRANT ACTIVITIES

Up to \$230,000 in local funds is available for each Cultural District annually. Recommended budget amounts reflect one year of grant funding. The term of the grant will tentatively be a two-year period starting on July 1, 2023 through June 30, 2025 with three options to extend the grant agreement for a period up to twelve months. We have listed eligible activities below.

Overall Funding Goals

1. Invest in healthy, transparent and diverse community-based Cultural District entities that support the community within its geographic boundaries and those who frequent it.
2. Ensure that each District has sound operational and governance structures that contribute to organizational sustainability and attainment of place-keeping outcomes identified by the community.
3. Complete the Cultural History, Housing and Economic Sustainability Strategies (CHHESS) Report process. The CHHESS Report will serve as a 3-year strategic plan for each District. It ensures that City stakeholders and the larger community within the District's geographic boundaries work together to develop and implement a roadmap of priorities and strategies.
4. For Districts whose CHHESS Reports have been approved by the Board of Supervisors (or in concurrence with the development of the CHHESS Report), execute strategies and implement pilot programs that advance the District's priorities.
5. Develop and refine tools and strategies related to cultural preservation, land use, access to affordable housing, community-based economic development, and culturally competent City services, policies and narratives.
6. Work collectively to document, share and promote an accurate history of San Francisco.

Eligible Activities

Activity #1. Cultural District Manager

A portion of the grant funding should pay for a Cultural District Manager. This position will have four primary responsibilities:

- Build and maintain the community-based governing structure, as well as navigate the scope of work and funding for the District
- Oversee the development and implementation of the CHHESS Report, in coordination with MOHCD and City staff
- Create and implement a community communications and engagement strategy that may include District-wide communication tools, protocols, and gatherings, and oversee the implementation of the launch event
- Work with MOHCD staff (and fiscal sponsor, if applicable) regarding grant management, budget management and contract compliance.

When staffing the Cultural District Manager position, a District may choose to hire one full-time equivalent (FTE) or two part-time equivalent (PTE) staff to work for the District's fiscal sponsor, or to hire a consultant on

a contract basis to fulfill the roles and responsibilities of the position. The hiring process should be in coordination with City staff. City staff could be members of the hiring committee, but would only serve in an advisory role (i.e. without voting power).

We expect the Cultural District Manager to comply with all federal, state and local laws, regulations, policies and protocols applicable to receiving grant funding from the City. This includes participating in the City's annual fiscal monitoring program.

Activity #2. CHHESS Report Development

The Cultural District legislation mandates City departments and the community to work together to develop a strategic plan to fulfill each District's vision and goals. This plan is the CHHESS Report. Each District must use extensive community engagement and City data to identify and prioritize strategies for stabilizing vulnerable communities facing, or at risk of, displacement or gentrification. In addition to the strategies, the CHHESS report must include a profile of the neighborhood (past, present, and future), areas of concern/challenges for the cultural community, and a record cultural legacy and heritage/

A portion of the grant funding can go towards a consultant(s) to assist the Cultural District Manager and Advisory Board with working toward a final CHHESS Report. Since consultants will need to work closely with City staff, MOHCD will participate in the District's interview and selection process.

CHHESS Report Development will include the following activities (among others):

- Community engagement, such as interviews, focus groups, and facilitating large public community meetings to generate input, ideas, concerns and/or solutions
- Policy issue strategy development and prioritization
- Community or District legacy interviews and documentation, including storytelling, oral histories, and documenting other intangible elements of the District's cultural heritage
- Cultural asset inventorying and mapping, such as facilitating a process by which the community identifies and maps elements of the District's cultural heritage
- Program evaluation
- Report writing

The final CHHESS Report will must be approved by the Board of Supervisors by resolution and will serve as a roadmap for stabilizing the cultural community. It is to be refreshed every three years.

Activity #3. Communication and Engagement

Community engagement is key to ensuring that each Cultural District's vision and activities align with that of the broader cultural community – and that the community is aware of the District's place-keeping efforts and the overall Cultural Districts program. Districts should create a communications strategy that ensures regular and transparent mechanisms to connect with those who live in and frequent the District. Community engagement activities may include but are not limited to:

- Public meetings to communicate the District's work and raise awareness of the District
- Community engagement and feedback sessions
- Website maintenance
- Marketing materials

- Newsletter
- Committee and working group activities
- Project-based outreach team of resident leaders
- Strengthening of existing community networks to engage, support and intersect with the District

Activity #4. Cultural Heritage Project in the District

A portion of the grant funding could support an event or events that celebrate the District’s unique cultural heritage. The event(s) should develop broad support and clarity around the District’s vision and scope of work for the coming year. We want to support events that promote healing and belonging, and help preserve the District’s history and narrative. Examples of celebratory event(s) include:

- Block party
- District-wide empowerment summit or conference
- Support for (or an expansion of) a current festival that takes place within the District
- Provision of a workshop series with the goal of creating equitable access to City resources, such as tenant protections, arts and culture, economic and workforce development, and land use

Activity #5. CHHESS Strategy Implementation

Upon completion of the CHHESS Report and its adoption by the Board of Supervisors, a portion of the grant funding should go towards implementation of the priority strategies outlined in the report. The implementation process should follow the spirit of the CHHESS Report development process and be collaborative across the Cultural District, City Departments, and community members. Depending on capacity of District staff, the District may want to consider hiring a consultant to support implementation activities.

Strategy Implementation should include:

- Refinement and prioritization of recommendations and strategies outlined in the CHHESS Report
- An implementation strategy document that lays out incremental benchmarks and an overall timeline to carry out the CHHESS strategies, in collaboration with City Departments
- Administration, execution, and tracking of pilot programming that advance priority strategies
- Quarterly check-ins between Cultural District staff and City Departments to report on progress
- Reporting out by the Cultural District to stakeholders, partners, and community members on the progress of the strategies and recommendations

Other Activities (if applicable)

A portion of the grant funding could also support District work in areas not described previously.

PROPOSAL INSTRUCTIONS

If you meet the Eligibility Requirements, you are welcome to submit a grant proposal.

1. PROPOSAL PACKET CHECKLIST:

- Proposal Cover Sheet
- Fiscal Lead Applicant's Board of Directors
- Cultural District's Current Advisory Board
- Proposal Narrative
- Project Budget Worksheet and Budget Narrative

The Proposal Cover Sheet, Fiscal Lead Applicant's Board of Directors, Cultural District's Current Advisory Board, and Project Budget Worksheet are posted in MS Word and Excel formats at <https://sf.gov/information/community-development-funding-opportunities> for your convenience.

These documents are also required if MOHCD does not currently fund your organization:

- Your Articles of Incorporation, including all amendments
- Your Organization By-Laws, including all amendments
- Evidence of you Federal Tax Exempt 501(c)(3) status

2. SUBMIT YOUR PROPOSAL PACKET

- You must email your proposal to MOHCD. Send your complete proposal packet to CommDevRFP@sfgov.org in one email.
- Subject Line should state "MOHCD Cultural District Operating Support RFP Final Proposal" and include your agency name.
- Emailed proposals must be received by 5:00PM on or before the due date. No late submissions will be accepted. It is the responsibility of applicants to ensure email delivery prior to the submission deadline.
- A confirmation email will be sent within 3 business days after the date of your submission. If you do not receive a confirmation email, please email CommDevRFP@sfgov.org to ensure your proposal has been received.

PROPOSAL COVER SHEET

Fiscal Lead Applicant Organization: _____

Fiscal Lead Contact: _____

Address: _____

Phone: _____ Email: _____

Cultural District: _____

Cultural District Contact: _____

Address: _____

Phone: _____ Email: _____

Total Proposal Request: _____

Total FY 2022/2023 Fiscal Lead Applicant Budget: _____

Fiscal Lead Executive Director: _____

Phone: _____ Email: _____

Primary Contact Person (if different): _____

Phone: _____ Email: _____

I certify that the information provided in this application is true.

Fiscal Lead Executive Director Signature

Date

Project Lead Executive Director Signature (if different)

Date

BOARD MEMBERSHIP

FISCAL LEAD BOARD MEMBERS

Name	Years on Board	Home Neighborhood	Employment or Relevant Experience

CULTURAL DISTRICT ADVISORY BOARD MEMBERS

Name	Years on Board	Home Neighborhood	Employment or Relevant Experience

PROPOSAL NARRATIVE

Please answer the following questions in your Proposal Narrative. Your answers should not exceed ten (10) total pages. We will not accept any handwritten narratives. Font size must be at least 12 point. Pages must be standard 8-1/2" x 11", and may be double or single spaced.

Cultural District Description

1. Provide a brief overview of your Cultural District's mission and goals for the residents, businesses, cultural community members and visitors.
2. Summarize your District's stabilization priorities using for each of the 6 strategy areas listed below, which derive from the Cultural District program legislation.
 - a) Cultural and Historic Preservation
 - b) Tenant Protections
 - c) Arts and Culture
 - d) Economic and Workforce Development
 - e) Land Use
 - f) Cultural Competency
3. Describe the District's current organizational infrastructure.
4. In which of the following areas could your District staff and/or community benefit from additional training or information? Please describe.
 - a) Planning Department training or information on historic preservation tools, zoning and land use, design guidelines, project entitlement process, and development agreements
 - b) MOHCD training or information on affordable housing opportunities and DAHLIA, and Below Market Rate and homeownership programs
 - c) Arts Commission and Grants for the Arts opportunities and initiatives
 - d) City workforce development programs
 - e) City small business and economic development programs
5. Summarize your District's organizational priorities (or goals) over the next 24 months using the following categories (as applicable):
 - a) Office Space or Program Space Needs
 - b) Leadership Training / Capacity Building
 - c) Fiscal Management
 - d) Fundraising
 - e) Cultural District Governance Structure Development
 - f) Community Engagement
 - g) Strategy Development and Implementation
 - h) Other (please describe)
6. Describe processes and systems the District has in place to evaluate and track programs and activities.

Financial Management

1. If you are using a fiscal sponsor:
 - a) How long have you worked with them?

- b) Do you plan to continue in this structure over the next two years?
 - c) Describe how your Cultural District program coordinates with your fiscal sponsor.
2. Did you have a District program budget prior to this grant opportunity? If yes, what is your current annual budget?
 3. Do you have other direct grants for Cultural District infrastructure and programs? If yes, provide amounts and funding sources. How, if at all, have you been able to leverage MOHCD's funding to secure additional philanthropic and community resources?
 4. What type of accounting system do you (or your fiscal sponsor) use (e.g. QuickBooks)?
 5. Summarize your District's financial management priorities (or goals) over the next 24 months (e.g. diversifying revenue, training staff).
 6. Do you anticipate spending down Cultural District grant funds from MOHCD in prior fiscal years (including 2022-23) by June 2023? If not, what have been the barriers in spending the operating funds towards activities outlined in your work plan, and what is the plan to spend down the remaining grant funds in a timely manner?

Governance

1. Describe the Cultural District's current oversight, governance and/or Advisory Board structure. Include a brief overview of its history and evolution to what it is today. Include details on the items listed below:
 - a) How do you select your Advisory Board members?
 - b) Do members have term limits? If yes, describe.
 - c) How often does your Advisory Board meet?
 - d) Does your Advisory Board have formal by-laws? If not, describe your decision-making process.
 - e) Describe any committees or working groups under the Advisory Board.
 - f) How does the Advisory Board make decisions?
2. What changes (if any) do you anticipate for the current Advisory Board, including aspects that you plan on expanding, changing, or developing within the next two years.
3. How does the District's governance structure lend to the long-term sustainability of the Cultural District?
4. Describe the plan for navigating conflicts and disagreements among the Board and/or between staff and the Advisory Board.

Cultural District Staffing and Management

1. Describe the staffing plan for the Cultural Districts Program, including leadership and supportive roles. Include job titles and brief descriptions for each staff member, including positions that you plan to hire.
2. Who supervises and/or oversees the work of the Cultural District Manager?
3. Describe how the Cultural District staff and Advisory Board coordinate and work together. Describe how the Cultural District Staff and Advisory Board coordinate and work with your fiscal sponsor.
4. Describe the review process you have for evaluating staff performance.

CHHESS Report Development *(Please skip these questions if your report has been completed and adopted by the Board of Supervisors.)*

1. Describe what stage of CHHESS report development your Cultural District is in, including where you are in the process of developing community-designed strategies and the historic context statement. (Refer to appendices.) Please provide a plan and projected timeline for completion.

2. What are the current knowledge gaps that you still need to gather from the community and City departments to inform your District’s CHHESS Report? Include a brief overview of the community engagement processes already undertaken or currently underway.
3. Have you hired a consultant to help complete the CHHESS Report? If so, include their name(s). If not, describe your plan to guide completion of the CHHESS Report?

CHHESS Strategy Implementation *(Please skip these questions if you are still in the development phase of your CHHESS Report.)*

1. What is your District’s overall plan for implementing the CHHESS Report recommendations? What is your process for further refining and prioritizing the strategies?
2. Describe your process and progress in developing benchmarks to implement the strategies laid out in the CHHESS report. How will your District ensure and track progress towards these goals?
3. What is your District’s plans to keep the the community and stakeholders apprised of the progress of CHHESS strategy implementation?

District & Community Communications and Engagement

1. Describe the Cultural District’s current communications and community engagement strategy for residents, businesses, organizations and visitors. Include your key partners and relationships with other entities in, or affected by, the District.
2. Summarize your District’s current challenges with communications and community engagement and how you plan to address these challenges.
3. Summarize your District’s communication priorities (or goals) over the next 24 months. How will you engage the various groups of people impacted by your District?
4. Describe any public events and activations you have planned for your Cultural District in the next two years. How do the events promote healing and belonging and help preserve the District’s history and narrative? Include details on goals, location, activities, etc.
5. Describe your Cultural District's commitment to addressing social and racial inequity. How do you seek to engage underserved communities?

Other (if applicable)

1. If grant funds will support other work priorities besides the four described in this RFP, describe them in detail.

Project Budget Worksheet

Complete a Project Budget Worksheet for each fiscal year (FY23-24 and FY24-25), including budget items for both your grant proposal and your full Cultural District program. Please provide in a separate document that shows appropriate and detailed budget narrative for each line item in order to assist the readers in understanding use of funds.

MORE ABOUT THIS RFP

1. We encourage collaborative proposals. Collaborative proposals must choose a lead agency to serve as the fiscal agent. The fiscal agent should submit documents as if it were a single agency. We prefer awarding grants to agencies who can increase their impact through collaboration. If awarded a grant, a collaborative proposal must provide us with signed agreements. These agreements will outline the scopes of work and expectations of each partner.
2. The City reserves the right to fund select components of a collaborative proposal.
3. The City reserves the right to terminate an award if actual expenses deviate from the purpose expressed in this RFP.
4. If in its best interest, the City may delay, suspend, or cancel this procurement (or any of its components).
5. In the future, the City may use this procurement to award grants for similar projects and services. In such a case, the funds awarded will not exceed \$500,000 or 150% of the original grant amount authorized through this RFP, whichever is greater.

SCORING

Grant proposals that meet our Eligibility Requirements will be scored and receive a funding recommendation. Proposals that do not satisfy the Eligibility Criteria will be determined as non-responsive to this RFP and will not be further reviewed.

Eligible proposals will be read and scored by reviewers with relevant programmatic expertise. Each reviewer will use a scoring rubric to assign a preliminary score between 0 and 100 points to each proposal they read.

The point value of each section in the scoring rubric is below.

MOHCD will average the preliminary scores for each proposal to generate a final score. Proposals with a final score of 70 points or higher will be considered fundable.

Proposal Section	Point Value
Cultural District Description	15
Financial Management	10
Governance	15
Staffing and Management	15
CHHES Report Development / Strategy Implementation	15
Communications and Engagement	15
Project Budget Worksheet and Budget Narrative	15
TOTAL	100

APPEAL PROCEDURE

Proposals will be determined as non-responsive if they are incomplete, undelivered, or do not meet the Eligibility Requirements (see p.3). If we determine your proposal to be non-responsive, we will inform you. Applicants may appeal a determination of non-responsiveness to this RFP by submitting notice by email to MOHCD setting forth the grounds for the appeal by no later than five (5) business days after receiving MOHCD's determination.

Organizations will be notified if a proposal was not selected for an award. If there is disagreement with the decision, organizations may file a formal appeal within five (5) business days of the award announcement. MOHCD must receive the appeal on or before the fifth business day.

The appeal must include a written statement of each of the grounds for appeal. An individual authorized to represent the respondent must submit the appeal by email to CommDevRFP@sfgov.org. The appeal must cite all applicable laws, rules, procedures, or provisions that we did not follow faithfully, as documented in this RFP. The appeal must specify facts and evidence enough for us to determine its validity. Disagreements about program quality or value do not constitute grounds for appeal. Failure to object or appeal in the manner and within the times set forth above will constitute a complete and irrevocable waiver of any appeal of MOHCD's decision.

MOHCD will only accept appeals of non-responsiveness or an award decision by email. It is the responsibility of applicants to ensure email delivery prior to the deadline specified. A panel selected by MOHCD will review all eligible appeals, and the panel decisions will be final. If necessary, we will schedule a meeting with the respondent within ten (10) calendar days of receiving the appeal.

THE 'CHHESS' REPORT: COMMUNITY PRIORITIES

The Cultural Districts legislation mandates that a coordinated plan be created called the "Cultural History, Housing and Economic Sustainability Strategies Report" (CHHESS) .

The CHHESS Report is a cultural legacy document and strategic plan and provides guidance for achieving cultural stabilization within each District. A set of stabilization strategies are created related to 6 key areas and are listed below. The set of strategies are created through a robust community engagement process and are coordinated with City Departments. The full CHHESS report is approved by the full Board of Supervisors by resolution.

1. HISTORIC PRESERVATION

- A. Preserve, maintain, and develop unique cultural and historic assets,**
- B. Preserve and promote significant assets such as buildings, businesses, organizations, traditions, practices, events-** including venues/outdoor special events & their geographic footprints.
- C. Preserve works of art and public-facing physical elements/characteristics** that have contributed to the history or cultural heritage or highlight people important to San Francisco history.

2. TENANT PROTECTIONS

- A. Stop the displacement of residents of Cultural Districts** who are members of vulnerable communities that define those Districts.
- B. Promote affordable housing opportunities and homeownership** within the Districts.
- C. Develop and strengthen new tools to prevent displacement.**

3. ARTS & CULTURE

- A. Attract and support artists, creative entrepreneurs, cultural enterprises** and people that embody and promote the unique cultural heritage of the District especially those who were displaced.

4. ECONOMIC & WORKFORCE DEVELOPMENT

- A. Promote tourism to stabilize and strengthen the identity of the district** while contributing to the district's economy.
- B. Promote employment and economic opportunities for residents** of Cultural District

5. LAND USE

- A. Create appropriate City regulations, tools, and programs such as zoning and land use controls** that will promote and protect businesses and industries that advance the culture and history of Cultural Districts.

6. CULTURAL COMPETENCY

- A. Promote cultural competency and education** by diversifying historic narratives on the history of San Francisco's many diverse cultural and ethnic communities, with an emphasis on those who have been previously marginalized and misrepresented in dominant narratives.
- B. Promote culturally competent and culturally appropriate City services and policies** that encourage the health and safety of the community, culture, or ethnic groups in Cultural Districts.
- C. Promote and strengthen collaboration between the City and communities** to maximize cultural competency and pursue social equity.

APPENDIX B: CHHESS REPORT CHECKLIST

- Cultural District - Contributors/Board Members (list)
- Cultural District - Task Force Members (list)
- Cultural District - Consultants (list)
- Letter from Cultural District Director
- Vision and Mission Statement
- History and Cultural Legacy
- Establishing the Cultural District
- Cultural District Structure and Governance
- Community Designed Strategies & Recommendations
 - Cultural Preservation:
 - Tenant Protections:
 - Arts and Culture:
 - Economic and Workforce Development:
 - Land Use:
 - Cultural Competency:
- Acknowledgements
- Community Stakeholders List
- Contact Information
- Data Report
- References